



COMMONWEALTH OF MASSACHUSETTS  
invites applications for:

# 2016 Correctional Program Officer A/B

**SALARY:** \$0.00 /BiWeekly

**OPENING DATE:** 03/01/16

**CLOSING DATE:** 05/20/16 03:30 PM

**DESCRIPTION:**

**2016 Correctional Program Officer A/B**

Written Examination Date: May 21, 2016

Application Deadline: April 11, 2016\*

Examination Fee: \$100

Written Examination Locations: Various sites across the state

**\*There is an additional \$50 fee for applications received after April 11, 2016.  
Applications will NOT be accepted after April 19, 2016.**

Eligibility Requirements: Candidates must have at least two years of full-time or equivalent part-time professional experience in counseling, guidance, criminal justice or social work that included counseling and/or rehabilitation of criminal offenders, inmates, or prisoners, or any equivalent combination of the required experience and the substitutions below.

- A Bachelor's or higher degree in sociology, psychology, counseling, criminal justice, law enforcement, law, criminology or social work may be substituted for the required experience on the basis of two years of education for one year of experience. A Bachelor's degree in a field other than social work, psychology, counseling, criminal justice, law enforcement, law, or criminology may be substituted for one year of the required experience on the basis of two years of education for six months of experience. One year of education equals 30 semester hours. Education toward a degree will be prorated on the basis of requirements actually completed.
- A Master's or higher degree in a field other than social work, psychology, counseling, criminal justice, law enforcement, law, or criminology may be substituted for one year of the required experience. Education toward a degree will be prorated on the basis of requirements actually completed.

**Examination Weights:** The written examination represent 90% of your final mark, Employment/Experience represents 10% of your final mark. If you are NOT claiming credit for prior relevant Employment/Experience, your results on the written examination will be your final score.

This examination is being held to add names to the eligible list from which to fill vacancies in this classification in the Massachusetts Department of Correction. Candidates who pass this exam will be added to the current list for up to 2 years.

Candidates must take and pass this examination in order to be placed on the eligible list.

**Note:** Although the online application system allows candidates to elect to receive notification by email or regular mail, please be advised that Human Resource Division utilizes only email for all notices to candidates.

#### **EXAMPLES OF ESSENTIAL DUTIES:**

**Duties:** Under direct supervision of Correctional Program Officers or other employees of higher grade: provide non-therapeutic counseling, rehabilitation or custodial care to inmates; perform classification duties; obtain inmate criminal histories; interview inmates; collect and analyze inmate assessment information; and counsel inmates on program and placement options available in accordance with established placement criteria and individual needs. Correctional Program Officers perform Re-entry duties; transport all released inmates to regional re-entry sites; perform evaluations; and identify individuals who are required to register as sex offenders and initiate registration process. As liaison to Parole Board: attend parole hearings; and provide inmate criminal history and evaluative information to the Board. Based on assignment: maintain custodial care and control of inmates; patrol correctional facilities; supervise community work crews; observe inmate conduct and behavior; investigate suspicious inmate activity; and perform related duties as required.

**Working Conditions:** Correctional Program Officers may work in a correctional facility, alone in an isolated area; may work varied shifts, weekends, holidays, or nights and are subject to a standby (on call) work status; may be subjected to verbal and physical abuse from others; may be required to interact with people who are under physical and/or emotional stress; may stand and walk for prolonged periods of time; may travel for job-related purposes; and may be required to furnish private transportation for reimbursable job-related travel.

**Examination Subjects:** The written examination will be designed to test, where practicable, the following competencies which have been established as qualifications for the position: knowledge of correctional administration; knowledge of correctional counseling; knowledge of criminal justice and law enforcement; knowledge of criminology; knowledge of public safety and security; ability to order information; ability to reason mathematically; ability to read and understand information; ability to evaluate information against a set of standards; ability to identify the nature of problems.

Reading List: [www.mass.gov/hrd/readinglists](http://www.mass.gov/hrd/readinglists)

#### **TYPICAL QUALIFICATIONS:**

**Credit for Employment/Experience:** Pursuant to the provisions of MGL Ch. 31, § 22, individuals may apply to receive credit for employment or experience in the position title of Correctional Program Officer A/B. If you believe you are eligible for this credit, you must claim this credit by completing the applicable section of the application. All claims must be verified by supporting documentation, which must provide specific details of any employment or experience you have in the examination title as the result of service as Correctional Officer A/B, including dates of service and number of hours worked. The supporting documentation must be on original letterhead with an original signature from the appointing authority where the employment or experience occurred. Please note, credit for employment or experience is applicable only to individuals who achieve a passing score on the written examination, and cannot be added to a failing written examination score. Claims must be submitted during the application period; supporting documentation must be scanned and attached to your application or sent to [civilservice@state.ma.us](mailto:civilservice@state.ma.us). Documentation must be submitted within 7 calendar days of the written examination.

**Application:** All applications must be received by the application deadline, and accompanied by an examination fee. You will receive two confirmation emails when you have completed the process: one email confirming your application has been received, and one email confirming your payment has been received. Your application is not complete until you have received both

confirmation emails. If you have not submitted payment of the examination processing fee on or before April 19, 2016, your application will not be accepted.

**Testing Accommodations for People with Disabilities:** If you need special accommodations due to a documented impairment, you must submit a letter of support from a qualified professional detailing what type of accommodation you require at the exam site, and such letter must be scanned and attached to this application. Without such a letter, we cannot guarantee that we will be able to grant your accommodation. This information is requested only to provide reasonable accommodation for exams, and will not be used for any other purposes.

**Candidates can submit a claim for the following preferences prior to the examination date, during the application period. Preferences are only available to individuals who receive a passing score on the examination, and cannot be applied to a failing examination score.**

**Veterans' Preference:** Click on this link for further information- [Veterans Preference Eligibility](#).

**Disabled Veteran Status:** Click on this link for further information- [Disabled Veteran's Preference Eligibility](#).

**During the HRD review process or during the life of the applicable eligible list(s), candidates must make original supporting documentation available should the issue of authenticity arise with any submitted document copies.**

**Current Military Personnel:** All military personnel who, in connection with current service, have military orders that indicate their unavailability due to military service on the examination date, must file an application and examination fee during the application period and request a makeup examination in writing, with a copy of your military orders attached. Please include in your request your e-mail address, daytime base phone number and/or name and phone number of a friend or family member with whom you have regular contact and entrust with your personal communication. Requests filed after the application period (April 11, 2016 through April 19, 2016) must be accompanied by a DD214 showing discharge within six months of the request and dates of active service that include the entire application period. Visit our website for more information: [Military Information](#)

**No Make-up Examination:** With the exception of current military personnel, no candidate has a right to a make-up examination due to personal or professional conflicts on the testing date. Candidates are advised to consider this BEFORE applying for the examination. If you file an exam application by the application deadline, but are unable to appear for the exam on the examination date due to an emergency or unanticipated hardship, you may request a make-up examination by filing a written request with verifiable documentation to HRD no later than 7 calendar days from the original written examination date. HRD reserves the right to approve or deny your request. HRD may require an additional processing fee upon approval of your request.

**Notice to Appear:** Notices to Appear including time and location of exam will be emailed to candidates after the close of the application period, and prior to the examination date.

**Identification At The Examination Site:** At the examination site, candidates must present current and valid photo identification with signature (e.g., driver's license, passport, military ID).

**Updating Information:** Candidates are responsible for maintaining accurate contact information. Failure to keep your records up-to-date may jeopardize opportunities for employment. For information on how to update your information, click on [Update my Information](#).

**Refunds:** There will be NO REFUND of the examination processing fee unless the examination is cancelled by HRD.

**Fee Waiver:** The examination fee may be waived for candidates receiving certain state or federal public assistance, or unemployment insurance. Fee Waiver Forms are available at the Applicant Forms section of our website ([Fee Waiver Form](#)). This Form should be completed and supporting documentation must be scanned and attached to this application All Fee Waiver forms must be submitted on or before April 11, 2016.

**Salary:** Inquiry concerning salary should be directed to the appointing authority at the time of the employment interview.

**Private School or Service:** HRD does not recommend or endorse any private school, service, or publisher offering preparation and/or publications for examinations and is not responsible for their advertising claims.

**OTHER REQUIREMENTS AFTER PASSING THE WRITTEN EXAMINATION AND PRIOR TO AN APPOINTMENT:** Questions regarding qualifications listed below should be directed to the DOC.

- U.S. Citizenship – Fire Arms Permit and Special State Police Commission – Certification as a Correction Officer requires that the candidate be able to satisfy and maintain the eligibility requirements for obtaining a license to carry a firearm. Pursuant to MGL, Ch. 140, you must be a United States citizen in order to obtain a Fire Arms Permit.
- Medical – As a condition of employment, candidates will be required to pass a psychological and medical examination that includes drug screening.
- Training – Candidates must be able to complete satisfactorily the DOC's training program for Correction Officers during their nine-month probationary period (MGL, Ch. 125, Section 9, as amended by Chapter 468, Acts of 1979).
- Smoking – Pursuant to Chapter 697, Acts of 1987, persons appointed as a result of this examination will be prohibited from smoking tobacco products after their appointment. Violators are subject to termination of employment.
- Prior Convictions/Incarcerations – No person who has been convicted of a felony or who has been convicted of a misdemeanor and has been confined in any jail or house of correction for said conviction shall be appointed to the position of Correction Officer. (MGL, Ch. 125, Section 9).
- Physical Abilities Test – For more info [Physical Ability Test](#)
- A current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state is required.

**SUPPLEMENTAL INFORMATION:**

**Women, minorities, veterans, and people with disabilities are encouraged to apply.**

Once your application is successfully submitted, click on the "click to pay" button to pay for your examination. You will receive a payment confirmation email when your payment has been successfully submitted. If you do NOT receive this confirmation, your payment has NOT been received and you will need to log back into your application and click on "Click to Pay."

For more information about this and other civil service examinations, see

[www.mass.gov/civilservice](http://www.mass.gov/civilservice) or email the Civil Service Unit at [civilservice@state.ma.us](mailto:civilservice@state.ma.us).

Inquiries may be made to HRD during normal business hours at the following numbers:

**Boston area: (617) 878-9895**

**Within Massachusetts: 1-800-392-6178**

**TTY Number: (617) 878-9762**

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APPLICATIONS MUST BE FILED ONLINE AT:

<http://www.mass.gov/civilservice>

One Ashburton Place  
Room 301  
Boston, MA 02108

Position #160521CPOOCX  
2016 CORRECTIONAL PROGRAM OFFICER A/B  
HC

[civilservice@state.ma.us](mailto:civilservice@state.ma.us)

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## 2016 Correctional Program Officer A/B Supplemental Questionnaire

- \* 1. Correctional Program Officer A/B Claim for Employment/Experience Credit. Credit will be given only for experience in the position title for which the examination is conducted. In other words, since you are taking the examination for Correctional Program Officer A/B, you can claim any experience you have had performing work ONLY as a Correctional Program Officer A/B. While HRD may hold military make-up exam session(s) after May 21, 2016, HRD will not grant credit for experience accumulated after May 21, 2016. CALCULATING EMPLOYMENT/EXPERIENCE CREDIT: You will receive 0.2 points for each month of creditable employment/experience as a Correctional Program Officer A/B. One month equals 172 work hours. Part-time work employment/experience will be prorated on the basis of a 172 hour month worked. Your Employment/Experience Credit is weighted at 10%. If you do not qualify for Employment/Experience Credit, your overall score will be based on your examination score alone. VERIFYING EMPLOYMENT/EXPERIENCE CLAIMS: 2016 Correctional Program Officer A/B Employment and Experience documentation must be provided in the form of a dated letter, signed by the appointing authority or your employer (past or present), identifying the position title, type of job responsibilities, dates of experience, whether the experience was full or part-time and other pertinent information concerning your experience. If the experience was less than full-time, the verification must include the actual time worked, e.g., number of hours per month. Letters of verification must be on original, official letterhead or stationery, with an original signature. Employment and Experience documentation must be scanned and attached to your application or emailed to [civilservice@state.ma.us](mailto:civilservice@state.ma.us) within 7 calendar days of the written examination. EMPLOYMENT/EXPERIENCE CLAIM APPEALS: Employment/Experience Claims will only be calculated for individuals who achieve a passing score on the written examination.
- Yes, I am eligible for Employment Experience Credit, and will provide supporting documentation as instructed above.
- No, I am not eligible to claim Employment Experience Credit.

\* Required Question